



SPECIALTY SERVICES FOR CHILDREN WITH ASD INITIAL START UP PROCESS

STEP	BEST PRACTICE GUIDANCE
CHILD DIAGNOSED WITH ASD	Child not in EI needs to be referred; intake can be streamlined as federal regs allow eligibility based on outside medical records/diagnosis
EIP OBTAINS WRITTEN CONFIRMATION OF DIAGNOSIS	EIP should contact Director of Office of Specialty Services to review diagnoses that are unclear
EIP BEGINS PRIOR AUTHORIZATION PROCESS WITH HEALTH PLANS	<input type="checkbox"/> <i>MassHealth: complete "Checklist for MassHealth"-no prior authorization required</i> <input type="checkbox"/> <i>Private insurance: to be determined</i>
EIP INFORMS PARENTS OF SSP(s); PARENT SELECTS SSP(s) FOR INTAKE; PARENT AND SERVICE COORDINATOR DETERMINE WHO WILL CONTACT SSP	Parent signs agency "Consent to Exchange Information" form. EIP sends SSP Referral form to area SSP(s) to ensure that parents are provided with full range of options available in their area. EIP Service Coordinator adds entry to IFSP Review page (see sample below)
SSP(s) CONDUCTS INTAKE	SSP(s) completes "Consent for Evaluation/Assessment" form with parent; SSP(s) completes intake within 10 business days of referral
PARENT SELECTS SSP; SSP BEGINS ASSESSMENT AND TREATMENT PLANNING PROCESS	EIP notifies all SSPs that did intakes of parent selection; EIP shares diagnostic report with SSP. No IFSP entry is needed (Consent for Evaluation/Assessment signature authorizes this service and it was noted on IFSP Review page previously)
SSP COMPLETES ASSESSMENT AND TREATMENT PLANNING WITHIN 30 DAYS OF NOTIFICATION OF SELECTION BY PARENT	SSP notifies EIP when assessment and treatment planning is close to completion so that Service Coordinator can schedule IFSP meeting
EIP SCHEDULES IFSP MEETING TO DETERMINE SERVICE PLAN ASAP	EIP sends "Individualized Family Service Meeting Plan Notice" to SSP to ensure attendance/participation. Meeting is scheduled asap (no more than 10 days after completion of SSP child assessment/treatment planning). SSP continues with planning sessions to collect data, identify prompts and

	reinforcers, establish relationship with child and family, etc.
IFSP MEETING IS HELD WITH PARENTS, EI SERVICE COORDINATOR, AND SSP REPRESENTATIVE	Intensity of SSP services, location, length/frequency of sessions, duration (of service) and providers (by discipline) are identified on IFSP; EIP and SSP set up communication plan, determine frequency of joint team meetings with parents. Copy of IFSP Service Delivery page is provided to SSP.
SSP SERVICES ARE DELIVERED ON ONGOING BASIS SPECIFIED IN IFSP	Any proposed changes in frequency of sessions are reviewed at an IFSP meeting

Suggested IFSP language:

1. Entry on IFSP Review Page at time of referral to SSPs for child with confirmed diagnosis on the autism spectrum:

Referral to area SSPs (list by agency name) for intake(s), and assessment and treatment plan development by agency selected by parent. At the conclusion of the assessment period, an IFSP meeting will be scheduled.

2. Entry on IFSP Service Delivery Page at the conclusion of the IFSP meeting with parent, EI Service Coordinator, and SSP representative to develop SSP section of the Service Delivery Plan:

<i>Method/intensity Type of service</i>	<i>Location</i>	<i>Length/ frequency</i>	<i>Duration</i>	<i>Provider/discipline</i>
Specialty Services	home and childcare	12hrs/wk	duration of IFSP	ABC Specialty Service Program*
Specialty Services Program planning and review	home	4 hrs/mo	duration of IFSP	Cindy Johns,** BCBA, ABC SSP

*list agency, rather than individual program staff, for ongoing services section as the provider list is subject to change frequently and frequent revisions risk interfering with service delivery

**list supervising clinician by name on this line